

Subject: RE: Hollywood Media District Request Use of Conference Room Thursday June 16th 11am to 2pm
From: Nolan Cadena
Date: 06/10/2016 12:10 PM
To: Lisa Schechter
CC: Simon Costello <scostello@lalgbtcenter.org>, Jim Omahen <jim@mediadistrict.org>

Hello Lisa and Jim,

My apologies for missing your phone call.

I have checked our conference room availability, and we do have a space for your meeting. I will book the room for you now.

Will you need parking for this meeting? If so, how many spaces will you need?

Also, will you need audio/visual capability – I am able to assist with that.

If there is anything else you may need, please feel free to let me know.

Thank you!

From: Lisa Schechter [mailto:lisa@mediadistrict.org]
Sent: Friday, June 10, 2016 11:33 AM
To: Nolan Cadena <ncadena@lalgbtcenter.org>
Subject: Hollywood Media District Request Use of Conference Room Thursday June 16th 11am to 2pm

Nolan Cadena

Administrative Coordinator, Youth Services Program
Children, Youth & Family Services

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LOS ANGELES LGBT CENTER



Dear Nolan:

Just left you a voice mail message regarding a request to use one of the conference rooms next Thursday June 16th from 11am to 2pm. The Hollywood Media BID would like to hold two small committee meetings back to back providing a lite lunch. Please let me know if this date and time works for your schedule.

Upon consideration of this request for your conference room please respond to all.

Thank you

Lisa Schechter
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